

Shrewsbury Public Library
Trustees' Meeting
February 25, 2003

Chairman George Strom called the February 25th meeting of the Shrewsbury Public Library Board of Trustees to order at 7:30.

Trustees present were: Alice Canty
Barbara Carpenter
Carl Larson
Rosemary Rennie
Fran Whitney

Absent: Joan Barry
Carol Cullen
Kevin McKenna

Bonnie O'Brien, Library director attended.

Guests: Mr. Rennie, Mr. Kirk, and Mr. Daniel J. Morgado, Town Manager.

Approve Minutes of Previous Meeting
Motion to accept minutes of January 28th meeting – Fran
Second- Rosemary
All in favor

Reading of Correspondence
Bonnie reported information was received from the Central Mass. Care Givers.

Monthly report of the Library Director
Rosemary had a question on the number of new cards issued each month. The numbers seemed to be high. A discussion followed on the actual number of Shrewsbury residents who got new cards and the number of people in the town who actually have cards. George suggested that in the future, from the application that is filled out, a running tally be kept of non-resident cards.
Fran questioned Bonnie and George Brown attending a meeting at Town Hall on problem patrons. She felt that one person should go and report back to staff.

Motion to accept director's report- Barbara
Second – Rosemary
All in favor

Mr. Morgado clarified this stating that the meeting also covered dealing with personnel issues. Fran moved to amend the line in the report to read "The focus of the workshop was dealing with difficult patrons and personnel relationships

Seconded Alice
All in Favor

Town Manager Mr. Morgado visit with the Board

In his annual visit Mr. Morgado discussed the following issues:

1. Mr. Morgado clarified the issue of Bonnie and Mr. Brown attending workshop at Town Hall.
2. Mr. Morgado asked about the use of Trust Funds for the Study of Library addition/new Library. George reported that a meeting had Been held, but a quorum was not present. A decision will be made As soon as possible.
3. Question was raised regarding meeting in the Mezzanine.
Are we in compliance with ADA? Bonnie explained that Large meeting room was set up and ready to be used if handicapped person should wish to attend. George mentioned the problem that this presents for some Board members who having vision or hearing problems. Mr. Morgado explained that he had removed monies from Library budget for work to comply with ADA since this work will be done in all town buildings. Rosemary asked about having a fire lane. Bonnie explained that the Board must request this from the Chief of Police.
Rosemary moved that we request a fire lane from the Chief.
Second- Alice
All in favor.
4. Fran asked if we need to plan to cut staff. Mr. Morgado responded that we should wait and see what the budget would be. Discussion followed on financial health of the Town.
5. George asked what happens to fine money. Mr. Morgado responded that that money and excess money from all departments goes into the General fund. In fact the Building Department shows a profit on fees collected.
5. Alice asked, "What do you see for the Library"? Mr. Morgado replied that the community will have to decide the issue. As of now the School Dept. and the Fire Department are both in need of more space. He suggested that we should split the project into two phases. First determine exactly what is needed for the library for the next fifty (50) years. What are the needs of the public going to be? After determining what will be needed he felt we could then move forward to decide if a new building or an addition would be best to serve the needs of the public. He also cautioned that in light of the economy we not plan on

getting any reimbursement from the State. He suggested that we look into fund raising. He also suggested that we look to those people who are the libraries biggest supporters to build a base.

6. A brief discussion on water usage and housing followed a question by Fran on these issues.

Reports of committees

Building

Stairway- runner. Bonnie and Fran will go to Grey's in Northborough to check on materials and price. Carl suggested that we also check with Miliken since they had done the other carpeting. The question of funds was raised. It was stated that there is money in State Aid to cover this expense.

Ward Portrait is still being worked on.

Courtyard repairs and cornice leak cannot be done until weather is better.

Outreach

Bonnie reported that she, George Brown and Debbie Mayo had met to review what has been done to promote this service. They decided to once again send notices to Doctors, Dentists, Optometrists, and Podiatrists in the area. Notices will also be sent to churches, Fairlawn Rehab, Whittier Rehab, and the Jewish Home. A notice will be placed in the school newsletter asking to have this passed along to friends or neighbors who might use this service. George requested this information be put in writing and submitted to the board.

Policy a & Personnel Committee

Bonnie wanted to be sure all were aware of the USA Patriot Act.

Trust/Financial

Moved to accept the monies given by Elijah Romanoff and added to the Shrewsbury Library Memorial Gift Account(Chapter 44,Section 54, Mass General Laws, as amended) – Fran

Second – Carl

All in Favor

Fran requested that we be given more information on the types of staff development this will be used for.

Unfinished business

Budget for FY'04 & Building Project were discussed with Mr. Morgado.

Town website/library website. This is up and running and we are able to

make changes as necessary. Discussion was held relative to the value of the newsletter since we may now be able to get information out quicker to the public via the website. It was decided to hold off on a decision about this until we know more about budget cuts that maybe necessary.

New business

ALA- Toronto- June 20-25th

Bonnie asked if the board wanted to send a staff member to this. George suggested Bonnie give us some idea of cost before we decide.

Howe Memorial Library – 100th anniversary celebration

Just a reminder that we should start to plan for this.

Items for Fines

Since the board was not at full membership tonight it was decided to put this off until next meeting.

Time Management software for Internet computers

This will allow signing in for terminal use without having to have a staff member take care of it.

Legislative Breakfast- Friday March 14th –8:00AM

All are invited to attend the breakfast that will be held here on that date.

Library promotion by Board of Library Commissioners- April

Bonnie wanted board to know that Shrewsbury was one of thirty-five(35) Libraries in the state selected to take part in this program. If there are any Board members who would like to take part please let her know.

Motion to adjourn- Fran

Second- Alice

All in favor

Meeting adjourned 9:15PM

Submitted by Barbara A. Carpenter

